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COVID-19 NOTICE

At Hopkinson & Abbondanza, PA, we remain here for you and **Smart For You**. Our offices in Portland and Bath will remain open during this cautious time. While we remain committed to continue providing our clients with the best service possible, we are taking actions to ensure our work environment is clean and safe to protect our clients and our employees.

We are monitoring guidance from the Centers for Disease Control and the World Health Organization on a daily basis. We are communicating with our employees each day to share the latest information as we have it. We will update and revise our internal protocols as the situation changes.

In order to minimize risk of infection, we are taking the following specific actions in both of our offices:

- While we hope our clients understand and are not offended, when greeting clients, our attorneys and staff will refrain from shaking hands and other physical contact.
- If preferred by our clients, we will use separate conference rooms for buyers and sellers who wish to maintain social distance during the closing process. While in the conference room, we will arrange parties to remain apart at a recommended distance. Our closing attorneys will submit paperwork without direct personal contact with parties to the closing.
- We can also arrange for different times for sellers and buyers so they are not in the office at the same time.
- We will minimize the meeting time as much as possible.
- Our receptionist will ensure all waiting room time is minimized to ensure clients will not have to intermingle with other clients.
- We have replaced all of our ceramic beverage mugs with disposable cups.
- We will provide new pens in their factory packaging to our clients for use in signings and ask them to keep the pens.
- If requested by clients, we will provide mail away closing packages and other similar options instead of in person signings.

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- We are taking steps to ensure a clean and safe work environment including regular cleaning of areas that are frequently used such as our reception area, restrooms, conference rooms, copy rooms, and all surfaces, arm rests and door handles.
- Our Abstractors and Processors are already anticipating increased activity due to lowering interest rates and all are able to work remotely to ensure that social distancing does not impede work flow.
- All of our Attorneys and Staff are familiar with and follow the recommendations of the Centers for Disease Control and the World Health Organization.

We look forward to continue working with our clients and business partners as we navigate through this difficult time.